



# GRANT WRITING: SEARCHING FOR SOURCES

Jill Meyer, MS, LCPC

# Three areas to cover

- ✱ Sources – what & where
- ✱ Applications – common
- ✱ Pit Falls & Tips

# Primary Sources

- ✱ Federal
- ✱ State and Local
- ✱ Foundations

# Federal Sources

- ✱ Identify need or area
- ✱ Find the right agency
- ✱ Lengthy applications
- ✱ Can be very scientific/ research based
- ✱ NIH – research
- ✱ SAMHSA – research & service
- ✱ Find a good match

# State and Local Sources

- ★ More difficult to find
  - ★ funds may be committed
- ★ Department of Health, Vocational Rehabilitation, Mental Health Board
- ★ Can be more service oriented
- ★ Very specific interests

# Foundations

- ✱ Easier to search
- ✱ Directories/ Libraries available
- ✱ Cover wide range of topics

# Common Federal Sources

## ★ National Institutes of Health (25)

- [www.nih.gov](http://www.nih.gov)
- NIMH, NIDA, NIAAA

## ★ SAMHSA

- [www.samhsa.gov](http://www.samhsa.gov)
- CMHS, CSAP, CSAT

## ★ Department of Education

- [www.ed.gov](http://www.ed.gov)

## ★ Center for Disease Control Prevention

- [www.cdc.gov](http://www.cdc.gov)

## ★ DHHS (12)

- SAMHSA, ACF, AOA, CDC, AHRQ, NIH, HRSA

- [www.dhs.gov](http://www.dhs.gov)

## ★ US Department of Justice

- [www.usdoj.gov](http://www.usdoj.gov)
- OJP –Office of Justice Programs
  - OJJDP
  - NIJ

## ★ The Federal Register

- [www.access.gpo.gov](http://www.access.gpo.gov)

# Local Sources

- ★ Local United Way agencies
- ★ Local Civic and Philanthropic organizations
- ★ Mental Health Board
- ★ Open the phone book



# Foundations

- ★ Council on Foundations
  - [www.cof.org](http://www.cof.org)
- ★ The Foundation Center
  - <http://fndcenter.org>
- ★ Metropolitan Association for Philanthropy
  - [www.mapstl.org](http://www.mapstl.org)
- ★ Missouri Foundation for Health
  - [www.mffh.org](http://www.mffh.org)

- ★ National Science Foundation
  - [www.nsf.gov](http://www.nsf.gov)
- ★ Greater KC Community Foundation
  - [www.gkccf.org](http://www.gkccf.org)
- ★ The Pew Charitable Trusts
  - [www.pewtrusts.com](http://www.pewtrusts.com)
- ★ The Robert Wood Johnson Foundation
  - [www.rwjf.org](http://www.rwjf.org)

# Searching for Sources

- ☀ Internet
- ☀ MAPS Library
- ☀ Foundation Directory

# The Internet

- ☀ Be Very Focused

- ☀ Develop search parameters
- ☀ Be patient
- ☀ Allow plenty of time to navigate the site

- ☀ Write down/ bookmark interesting sites to visit at a later date

- ☀ Too much information can hinder your search
- ☀ Get on all grant related “list serve”

# Metropolitan Association for Philanthropy

1415 Olive Street, Suite 100  
St. Louis, MO 63103

Ph: (314) 621-6220

Fax: (314) 621-6224

[map@mapstl.org](mailto:map@mapstl.org)

Open 8:30 am to 5:00 pm  
Monday through Friday

# The Foundation Directory

## Searching made simple

- ✱ The Foundation Directory does require a subscription
  - ✱ There are different packages to accommodate different needs
  - ✱ RFP Bulletin
  - ✱ *Philanthropy News Digest*
  - ✱ Over 1,700 grantmaker websites
  - ✱ 70% - 80% of foundations have few or no staff
  - ✱ [customerservice@fndcenter.org](mailto:customerservice@fndcenter.org)

# Foundation Directory Search Information

- ★ The Foundation Directory allows you to search for grant information based on seven different variables
  - Foundation Name
  - Foundation State
  - Foundation City
  - Fields of Interest
  - Types of Support
  - Geographic Focus
  - Text Search – key words

# Applications

- ☀ Federal Application

- ☀ PHS 398

- ☀ PHS 5161-1

# PHS 398 (5/01)

- ★ PHS – Public Health Service
  - ★ It is a more lengthy application
  - ★ Used for NIH, CDC and other large federal agencies
  - ★ It can be completed on-line
- ★ CAYUSE software offers the PHS 398 & 2590 (continuation application)
  - ★ [www.cayuse.com](http://www.cayuse.com)



# Basics

- ✱ READ THE INSTRUCTIONS
- ✱ READ THE INSTRUCTIONS
- ✱ READ THE INSTRUCTIONS

# Basics continued

- ★ FOLLOW THE INSTRUCTIONS
- ★ FOLLOW THE INSTRUCTIONS
- ★ FOLLOW THE INSTRUCTIONS

# PHS 398 Must do...

- ★ **Must use 11 point font or larger, 12 is the best**
- ★ **No more than 15 characters per inch**
- ★ **No more than 6 lines of type per vertical inch**
- ★ **Margins must be  $\frac{1}{2}$  inch or more**
- ★ **Make all charts in black ink, reproducible and most important, easy to read**
- ★ **Max. 25 pages for the narrative (a-d) (specific aims to methodology)**

# PHS 5161-1

- ✱ Not as detailed at the PHS 398
- ✱ For State and Local govt. applications however, it is used for SAMHSA, DOE, and some CDC grants
- ✱ SF 424 series (A-D)- you will see it used separately from the 5161-1
- ✱ Many announcements will include information with specific instructions to be used in place of the 5161 instructions but, the forms are still used

# Budgets

- ✱ Learn to use Excel !
- ✱ Develop your budget first
- ✱ Include everything you will need
  - ✱ Personnel, travel, supplies, equipment, subcontracts, consultants, misc. F&A!

# Be realistic with your budget

## ★ Consequences of Overestimating

- Proposal not funded
- Funded at a reduced amount
- Funder asks for revisions

## ★ Consequences of Underestimating

- Not enough funds to do the work properly
- Can't allow enough FTE for personnel to complete their work
- Could be a violation of policy

# Be sure to include:

## ☀ Assurances

- ☀ By signing you verify that your agency/ university is eligible for the funds and will comply with federal regulations, nondiscrimination practices, civil rights, environmental standards, protection of human subjects, animal welfare and financial compliance.

# Certifications

- ★ By signing this document you certify the person responsible is not presently (3 yrs):
  - ★ Debarred, suspended or ineligible for transactions by a Federal Department
  - ★ Has not been convicted of fraud or a criminal offense regarding a federal transaction
  - ★ Is not presently indicted for .....
  - ★ Has not been terminated for .....



# Certifications cont.

- ✱ Drug- Free Workplace
- ✱ Lobbying
  - Generally prohibits recipients of Federal Grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches in connection with a specific grant or agreement
- ✱ Environmental Tobacco Smoke
  - Encouraging a smoke-free workplace

# Checklist

## ☀ Completed to:

- ☀ assure that proper signatures, assurances, and certifications have been submitted
- ☀ assure that pertinent information has been addressed and included in the application
- ☀ provide contact information for the Business Official and Principal Investigator

# Foundation Applications

- ✱ Many applications for many foundations
- ✱ Some foundations in specific geographic areas have established a common application
- ✱ Usually more simple than federal applications
- ✱ Some have an application packet
- ✱ Usually shorter than federal applications (2-3pgs or 5-10pgs) plus documentation

# Top 10 Grant Writing Mistakes

1. Wait until the last minute to start working
2. Mention items in your narrative that are not in your budget
3. Put very expensive items in your budget that are not addressed in the grant or budget justification
4. Don't apply for IRB approval (some funders are requiring proof of IRB approval/ application at the time of submission)
5. Layout your application in an illogical fashion

## Top 10 continued

6. Use lots of jargon not understood by the reviewers
7. Do not double check for typos and formatting errors
8. Don't read the application instructions
9. Don't follow the instructions
10. Don't read the announcement

# TIPS

- ★ Don't self incriminate
  - ★ Social service or renovation requests
- ★ Demonstrate that you have made some progress/ effort towards your goal
- ★ Demonstrate how your proposal meets your mission – how does this benefit/ help your customer/ consumer
- ★ Do not be afraid to call the program director
- ★ Be sure to address the future of the program, after the grant funds are expended (concrete examples)